



## SFRS Board Meeting - Decision Log 2014/15

Minute Ref	Paper	Issue	Decision	Review Date
<b>Meeting Date: 26 June 2014</b>				
<b>Item 9</b>	<b>Commodity Strategy – Replacement Command &amp; Control Platform</b>	Within the Standing Orders for the regulation of contracts, it states that Board should approve the procurement process for key strategic goods/services/works prior to the placement of any contract.	The Board approved the proposed Commodity Strategy for a replacement Command and Control Platform.	<b>December 2014</b>
<b>Item 10</b>	<b>Internal Audit Plan 2014/15</b>	The Internal Audit Plan 2014/15 has been developed in accordance with the Scottish Government Internal Audit Division Charter and Strategy and takes into account a variety of sources by concentrating resources on key activities which link to the business's purpose, objectives and risk.	The Board approved the Internal Audit Plan 2014/15 with the proviso that the review of Communications would be looked at in a broader sense.	<b>December 2014</b>

Minute Ref	Paper	Issue	Decision	Review Date
<b>Meeting Date: 31 July 2014</b>				
<b>Item 8.1 (b)</b>	<b>Evolving Local Scrutiny and Engagement Arrangements</b>	The Service has responsibilities within the Fire Framework to set out a clear vision for partnership working with Local Authorities, provide a clear route of access for Local Authorities to engage with the Service at a national level and to support and empower LSOs to fulfill their role and build productive	The Board agreed the recommendations set out within the report.	<b>January 2015</b>

		relationships with Local Authorities and others.		
<b>Item 9</b>	<b>Development of Engagement Framework</b>	The Framework has been developed to improve public, partner and other stakeholder interactions with the Service.	The Board agreed the development of an Engagement Framework, noted the progress to date and agreed further development of the detail through the Local and Stakeholder Engagement Committee with a view to a draft Framework being submitted to the Board on September.	<b>January 2015</b>
<b>Item 10</b>	<b>Communications Strategy</b>	The Strategy has been developed to set out the principles and approach the Service will follow to reflect the Service's corporate vision, aims and values and embed and improve both its internal and external communications.	The Board approved the Communications Strategy 2013-16.	<b>January 2015</b>
<b>Item 11</b>	<b>Health, Safety &amp; Wellbeing Corporate Standards &amp; Policy</b>	The Board has corporate responsibility for ensuring that effective arrangements are in place to provide assurance on the management of risks to health, safety and wellbeing within the Service.	Subject to some minor amendments, the Board approved the proposed Health, Safety and Wellbeing Corporate Standards and Policy. Corporate Standards and Policy amended and 'live' since October 2014	<b>January 2015</b> <b>Revised Review Date October 2015</b>
<b>Item 13</b>	<b>Firefighter Safety Programme: Scoping Paper</b>	This national project will consider every aspect of the SFRS in a bid to ensure, and where appropriate, improve, the safety of frontline firefighters.	The Board agreed for regular update reports on the progress of this project to be submitted to the Board on a quarterly basis unless by exception.	<b>January 2015</b>

<b>Minute Ref</b>	<b>Paper</b>	<b>Issue</b>	<b>Decision</b>	<b>Review Date</b>
<b>Meeting Date: 25 September 2014</b>				
<b>Item 8.4</b>	<b>Finance &amp; Performance Working Group Update</b>	The FPWG were established to consider and recommend improvements in relation to Finance and Performance matters and will submit recommendations on the way in which Finance and Performance information is analysed and presented for Board scrutiny.	The Board approved the revised format and content of the quarterly update performance report and agreed to accommodate performance scrutiny within the Committee structure in the future.	<b>March 2015</b>
<b>Item 9</b>	<b>Digital Strategy 2014-2017</b>	The Strategy outlines the future vision of the SFRS and how the use of digital technology	The Board approved the Digital Strategy 2014-2017.	<b>March 2015</b>

		will contribute to the aims of reform and the strategic objectives of the SFRS.		
<b>Item 10</b>	<b>2014/15 Corporate Risk Register</b>	The Corporate Risk Register provides a profile and record of the significant risks facing the Service, identifies the controls in place and priorities the mitigating actions.	The Board approved the 2014/15 Corporate Risk Register, but requested how risks are presented as they currently stand, proposed mitigating actions and new expected risk rating is developed further.	<b>March 2015</b>
<b>Item 11</b>	<b>Draft Annual Report and Accounts 2013/14</b>	The Governance and Accountability Framework requires the SFRS to produce a Statement of Accounts for 2013/14.	The Board approved the draft Annual Report and Accounts for 2013/14 and finalised as per paragraph 6.3 and agreed the Accountable Officer be authorised to sign and submit this on behalf of the Service.	<b>March 2015</b>
<b>Item 12</b>	<b>People and Organisational Development Strategy 2014-16</b>	The Strategy outlines how the People and Organisational Directorate will support the delivery of the Strategic Plan and work in partnerships with Communities and others to improve safety and wellbeing of people throughout Scotland.	Subject to some minor amendments, the Board approved the People and Organisational Development Strategy 2014-2016. POD Strategy approved in Dec 2014. Launch planned for March 2015.	<b>March 2015</b> <b>Revised Review</b> <b>Date 31 March</b> <b>2016</b>
<b>Item 13</b>	<b>Addendum to Voluntary Early Retirement/Severance Policy and Procedure</b>	The Voluntary Early Retirement/Severance Policy and Procedure does not have a clause stipulating a timescale for the potential re-engagement of a former employee who let SFRS with a severance package.	The Board approved the proposed addendum to the Voluntary Early Retirement/Severance Policy and agreed the inclusion of a caveat to the addendum, any deviation must come back to the full Board for review and approval.  Policy and caveat remain extant. No further update to offer at this stage.	<b>March 2015</b>  <b>Revised Review</b> <b>Date 31 March</b> <b>2016</b>
<b>Item 14</b>	<b>Strategic Approach to National Risk Reduction</b>	The purpose of the project is to reduce the risk to our communities from fire and other emergencies.	The Board approved the core principles set out in section 5 of the report and approved the decision making pathway set out in section 6.	<b>March 2015</b>
<b>Item 15</b>	<b>Annual Operating Plan 2014/15: Quarter One Progress Report</b>	The first quarterly report on the performance of the SFRS against the priorities within the Annual Operating Plan was presented to the Board.	The Board approved the Annual Operating Plan Progress Report and its onward submission to Scottish Government.	<b>March 2015</b>

Minute Ref	Paper	Issue	Decision	Review Date
<b>Meeting Date: 27 November 2014</b>				
<b>Item 9</b>	<b>Environmental Policy and Strategy</b>	The Strategy outlines the future vision of the SFRS and how the Environmental Policy will contribute to the aims of reform and the strategic objectives of the SFRS.	The Board approved the Environmental Strategy and Policy but agreed for these to be integrated, with the Strategy containing the Policy.	<b>May 2015</b>
<b>Item 10</b>	<b>Budget Strategy 2015/16</b>	Budget strategy, including principles to be adopted in developing the SFRS budget for 2015-16	The Board approved the budget strategy for 2015-16 be adopted and that the Board would meet on 26 February 2015 with a view to agreeing 2015/16 budgets.	<b>May 2015</b>
<b>Item 11</b>	<b>Code of Conduct</b>	SFRS Code of Conduct, for employees of the service.	The Board approved the SFRS Code of Conduct. The SFRS code of conduct policy and handbook approved and implemented Feb 2015.	<b>May 2015</b> <b>Revised Review Date December 2016</b>
<b>Item 12</b>	<b>Strategic Assessment of Risk</b>	Paper containing recommendations arising from the Board's consideration of the draft strategic assessment of risk.	The Board noted the role of the strategic assessment of risk in the broader approach to managing risk and approved the following recommendations: <ul style="list-style-type: none"> <li>• That the considerations set out in Section 5 of the report are adopted for the prioritisation of risks identified in the strategic assessment;</li> <li>• That the approach to developing evaluation criteria to support the Boards appraisal of strategic options as set out in Section 5 is adopted.</li> </ul>	<b>May 2015</b>
<b>Item 13</b>	<b>SFRS Headquarters</b>	Alex Clark presented a report supporting the decision making process around the establishment of SFRS Headquarters building	The Board considered the report and the conclusions reached and approved the options identified for progression to full appraisal in line with HMT Green Book guidance with a view to the findings of this appraisal being considered at the Board meeting early 2015.	<b>May 2015</b>

Minute Ref	Paper	Issue	Decision	Review Date
<b>Meeting Date: 29 January 2015</b>				
<b>Item 6</b>	<b>Appointment of vacant Deputy Chair</b>	Jimmy Campbell stood down as the Deputy Chair of SFRS Board.	Kirsty Darwent, with a unanimous vote will replace Jimmy Campbell as the new Deputy Chair with immediate effect.	<b>July 2015</b>
<b>Item 9</b>	<b>Whistleblowing Policy</b>	SFRS Whistleblowing Policy, for all employees of the service.	The Board approved the SFRS Whistleblowing Policy subject to consideration to whether the Fire Service Inspectorate should be referenced and what their role might be within this area. HMFSI confirmed they would not have a formal role as this may present a conflict of interest in the event of involvement in any associated investigation/ inspection.	<b>July 2015</b>
<b>Item 10</b>	<b>Report on Delegated Authority for Pay and Reward for Support Staff</b>	Report on Delegated Authority for Pay and Reward for Support Staff Collective Bargaining Process.	The Board approved the Report and agreed the Staffing Group be authorised to develop recommendations within prescribed limits on elements of the pay and reward framework during the collective bargaining process, these recommendations will be present to the Board for approval	<b>July 2015</b>
<b>Item 11</b>	<b>Recruitment and Selection Policy</b>	SFRS Recruitment and Selection Policy, for all potential employees and for those pursuing career development and promotion within the service.	The Board approved the SFRS Recruitment and Selection Policy	<b>July 2015</b>
<b>Item 12</b>	<b>Committee Arrangements</b>	The Chair presented a report with details of proposed Committee arrangements for 2015/16 for the Boards approval.	The Board approved the <ul style="list-style-type: none"> <li>• Appointment of the Committees and their operating arrangements outlined in Section 5.</li> <li>• Adoption of the zero-based Committee approach for supporting the annual review of the effectiveness of the Board and its Committees;</li> </ul>	<b>July 2015</b>

			<ul style="list-style-type: none"> <li>• Committee Membership of five</li> <li>• The Chief Officer would meet with the Committee Chairs to discuss support</li> </ul>	
<b>Item 13</b>	<b>Special Resources Review</b>	SFRS Special resources review looking at distribution and location of specialist resources.	The Board approved the report on Special Resources review and agreed that a programme of implementation be developed and communicated in conjunction with the Service Transformation Committee, with the caveat that we will continue to engage with those Local Authorities.	<b>July 2015</b>

<b>Minute Ref</b>	<b>Paper</b>	<b>Issue</b>	<b>Decision</b>	<b>Review Date</b>
<b>Meeting Date: 26 February 2015</b>				
<b>Item 9</b>	<b>Capital Budget 2015 – 2018</b>	The Director of Finance and Contractual Service's presented a report seeking approval of the Capital Budget 2015-2018. The Capital budget for 2015/16 had been indicatively set at £25.3m.	The Board approved the Capital Budget for 2015-2018, recognising that figures for years 2 and 3 are indicative and will be refined in future years.	<b>August 2015</b>
<b>Item 10</b>	<b>Resource Budget 2015/16</b>	The Director of Finance and Contractual Service's presented a report seeking approval of the Resource Budget for 2015/16. The total Resource Budget for 2015/16 will be set at £259.221million	Members approved the Resource Budget for 2015/16.	<b>August 2015</b>